

PRINTING SPECIALIST I

GRADE: 15

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Printing Specialist I performs intermediate technical work in the operation of offset presses and other printing and bindery equipment. The work requires occasional contact within the department and with employees of other departments. The work requires standing, bending, lifting and stooping to operate the press and related equipment and the working conditions are somewhat disagreeable with exposure to noise and ink and solvent odors and the stress of meeting deadlines. The work has meaningful impact on how the City represents itself through City publications including newsletters, forms, flyers, letterhead, etc. The incumbent receives assignments in terms of materials to be reproduced by job ticket/requisition, and finished work is periodically check for volume, neatness and clarity by the Graphics Supervisor, and by observation of results obtained.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Operates offset presses, playmaker, folder, cutter, collator, and other standard printing equipment in reproducing newsletters, forms, flyers, reports, envelopes, and letterhead from original artwork.
- Sets up, adjusts, operates and maintains general repairs on the Hamada 660
- Two Color Press.

- Prints single and two color work which includes, screen, line and halftones with tolerance ranging from loose to visually close registration requirements.
- Resolves technical problems, ensures quality and timeliness of work.
- Performs daily/weekly/monthly maintenance of shop equipment.
- Maintains record of work performed; cuts; folds, drills, perforates, collates, and pads paper; stacks, packages, and prepares finished work for delivery.
- Plans ways to improve quality of products and efficiency of operations.
- Strips up negatives onto printing flats for press; burns and processes printing plates; negatives and halftones.
- Cleans and makes repairs and adjustments to machines and maintains them in good working order.
- Maintains inventory control of shop equipment.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school supplemented by AA Degree in Printing or related field or technical school training and 1 to 2 years experience in operating offset presses and relating printing, platemaking and bindery equipment and two color press.

Preferred Knowledge, Skills, and Abilities:

- Considerable knowledge of the operating principles, use, cares, and maintenance of offset presses and related printing equipment.
- Considerable knowledge of links and standard weights of paper, their uses and characteristics.
- Ability to operate, maintain, adjust and make repairs to a variety of printing equipment.
- Ability to make simple arithmetic calculations and tabulations rapidly and accurately.
- Ability to understand and follow simple and complex oral and written instructions.
- Responsible for maintaining and repairing the equipment.
- Ability to maintain an inventory of supplies.
- Ability to ensure efficiency in production of materials.
- Responsible for 1-2 color process.